

State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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January 24, 2006

Subject: Request for a WPDES permit application

Dear Operator:

The Department has received your request for a WPDES permit application. As you may be aware, a Wisconsin Pollutant Discharge Elimination System (WPDES) permit is required for all livestock operations that will contain 1,000 animal units or more. As required in Chapter NR 243 of the Wisconsin Administrative Code, the Department of Natural Resources (the Department) must receive a completed application at least 12 months prior to an operation reaching the 1,000 animal unit size. Expansions beyond 999 animal units cannot occur until a WPDES permit has been issued.

To determine how many animal units are on your operation, an Animal Unit Calculation Worksheet (Form 3400-25A) and an Animal Unit Equivalency Chart are provided in this packet. One animal unit is defined as a 1,000-pound mature beef animal or an equivalent number of other types of livestock or poultry. The total number of animal units to be covered under your proposed permit will be based on the sum of animal units for all livestock located at your operation, including animal units at any adjacent sites under your ownership/management and at any other sites under a common management system (see instructions).

In order to expedite processing your request, please submit complete and accurate information. The Department will not consider your application to be complete or begin processing until all of the necessary information has been submitted. As detailed in the Instructions contained in this packet, your application must contain the following five parts in order for the Department to consider it complete:

- Part 1:** General operation information including completed Application Forms 3400-25 and 3400-25A
- Part 2:** A completed Environmental Analysis Questionnaire
- Part 3:** A Manure Management Plan (as required in NR 243.14(2))
- Part 4:** Final plans and specifications for any proposed (or modified) manure handling facilities (including waste storage facilities and runoff control systems), groundwater monitoring wells and/or permanent spray irrigation systems
- Part 5:** Post construction documentation for any existing waste storage facilities and/or runoff control systems.

In order to assist you in compiling the above materials, you will find the following items enclosed in this application packet:

- Instructions for completing a livestock operation permit application
- Form 3400-25: Livestock/Poultry Operation WPDES Permit Application Form
- Form 3400-25A: Animal Units Calculation Worksheet
- Environmental Analysis Questionnaire

Also attached for your information are:

- Appendix A. State and Local Permit Checklist for expanding dairies and other animal feeding operations
- Appendix B. WPDES Permit Application Process Flowchart

- Appendix C. Animal Unit Equivalency Chart
- Appendix D. Manure Production Worksheet
- Appendix E. A copy of NR 243
- Appendix F. A list of Consulting Engineers Specializing in Water Quality Design

Please note that submitting inaccurate information or failure to submit any of the required information will make your application incomplete and delay issuance of your permit. Submittal of accurate and complete information is vital to moving the permitting process forward.

You can provide us with the necessary information on your own or you can hire a consultant for assistance. Please share this information with your consultant if you chose to hire one. In this packet is a list of consultants who have expertise in water quality design and/or working with agricultural operations. This list is provided for informational purposes. Please understand that the Department neither endorses nor recommends the services of any particular consultant.

The purpose of the WPDES permit program is to prevent degradation to surface and groundwater from various waste products including manure. Typically, WPDES permits issued to livestock operations contain language which specifies minimum standards for storage and spreading of manure as well as feedlot runoff control, all in accordance with the USDA Natural Resource Conservation Service (NRCS) standards and specifications. The WPDES permit can require that more than the minimum criteria be met in situations where the Department determines it is necessary to achieve water quality objectives or adequately protect the environment.

It is important to note that other permits and approvals may be required by the Department or by local town or county ordinances depending on the size and location of a given operation. A partial checklist of common permits has been supplied in this packet as a starting point. However, operators should be sure to directly contact their county zoning administrator, county land conservation department (LCD) and local units of government early in the planning process for detailed information for their counties. Local permits or approvals may include Manure Storage Ordinances, Building Permits, Conditional Use Permits, or a variety of other requirements. Other permits required by the Department of Natural Resources commonly include Construction Site Storm Water Discharge Permits (for construction activities disturbing 5 or more acres), Chapter 30 permits (if any work is to be done in or near a navigable waterway) or high capacity well permits. Please refer to the enclosed Instructions under “PART 4: Plans and Specifications and Beginning Construction” before beginning any construction to determine if other Department approvals are necessary.

Department regional or central office staff are available to provide assistance throughout this process. In order to discuss the permitting process in more detail and to answer your questions about application requirements, we encourage you to call your regional representative (see attached map) to set an appointment for a site visit. This will allow the permit drafter to become familiar with your operation and help you to become familiar with the WPDES permitting process. At that time, you will also receive a sample Manure Management Plan that you can use in preparing your application.

For questions on any of the forms or information included, please call the regional contact listed on the attached map. Thank you for your cooperation, and we look forward to working with you.

Sincerely,



Gordon Stevenson
Runoff Management Section Chief

Attachments

{ Watershed File Service }:\Runoff Management Section\Animal Waste\Permit Application\Cover letter.doc}

Department of Natural Resources Animal Feeding Operation Contacts

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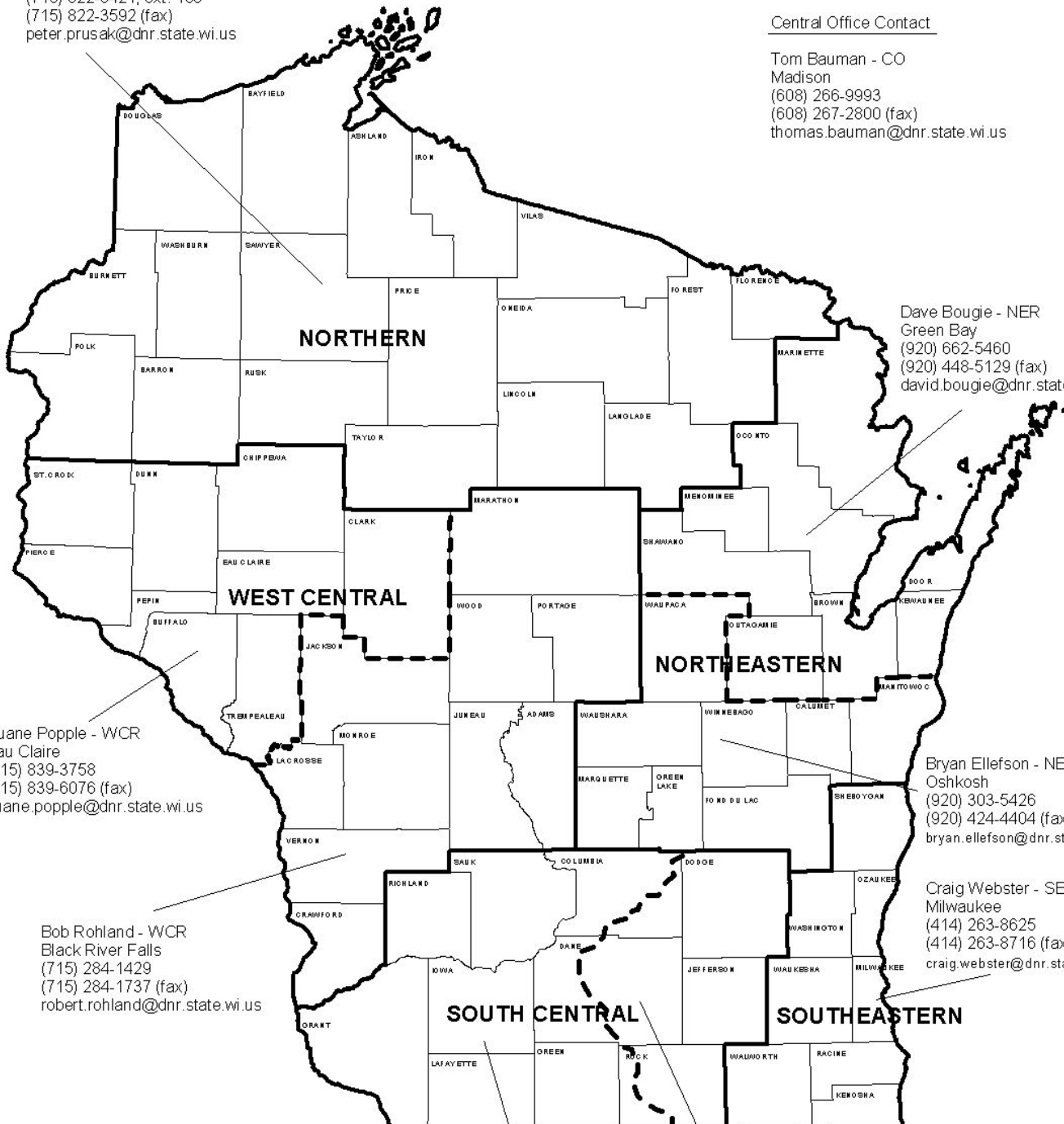
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Regional Boundaries
Subregional Boundary